

WHAT YOU NEED TO KNOW TO START A BUSINESS IN LOVETTSVILLE

GETTING STARTED:

SELECTING A LOCATION:

Know your zoning. Retail and commercial uses are designated for specific areas of the town. For a detailed list of uses consult the Zoning Ordinance. If you are unsure of your parcel's zoning, please contact the Town Hall.

HOME BASED BUSINESSES:

Home occupations, also known as home based businesses, allow town residents to operate certain business operations from their own home. Business activities located in residential uses must adhere to regulations that protect the character of their neighborhood. Residents who live in neighborhoods with Home Owner's Associations (HOA) wishing to start a home bases business must first obtain approval from their HOA. This approval must be provided to the Zoning Administrator before your application can be processed.

REZONING:

If you wish to use a specific parcel for a use that is not permitted by the current zoning, you can apply to rezone the property to a district that would allow your proposed use. The Town's land use policy guides the Planning Commission and Town Council in deciding if a rezoning is appropriate. Contact the Town Hall if you are considering a rezoning.

CHANGE OF USE

When properties are converted from different uses, such as residential to commercial, the Loudoun County Department of Building and Development and Loudoun County Fire Marshall's Office must inspect the structure. Modifications to increase the fire rating or handicap accessibility are sometimes needed.

LICENSING & PERMITTING :

BUSINESS LICENSE:

Any business operating within the Town limits needs a current business license. Business license forms can be downloaded from the Town's website or picked up at Town Hall.

New businesses with equipment and machinery must register their business property with the County Commissioner of the Revenue.

SIGNAGE:

Signs must adhere to specific regulations set out in the Town's Zoning Ordinance. Issues such as size, location, and appearance of signs are regulated.

ADDITIONAL REQUIREMENTS:

Some uses such as large childcare operations and restaurants need additional licensing and permits from County and State government. Please check with the appropriate agencies for details.

THE NEXT STEP:

The Town of Lovettsville looks forward to working with you to help you establish your business. This guide outlines the critical steps in starting your business, but each new business is unique. For more details or assistance in completing the necessary applications, please contact the Lovettsville Town Hall.

Contact :

Town of Lovettsville
P.O. Box 209
6 East Pennsylvania Avenue
Phone/Fax: (540) 822-5788
E-mail: clerk@lovettsvilleva.gov

CONDITIONAL USE PERMITS:

All zoning districts have uses that are permitted, and uses that may be permitted with additional approval granted by the Town Council. These conditionally permitted uses are usually more intensive and may not be appropriate for all areas of the Town. The Planning Commission and Town Council must review all Conditional Use Permit applications.